

OFFICIAL  
PERSONNEL BOARD MINUTES  
Monday, October 22, 2012

**CALL TO ORDER**

The meeting began at 5:32 p.m. in Conference Room 113 at City Hall.

**REVIEW OF AGENDA**

No changes.

**ROLL CALL**

Present: Joe Roberts, Ed Comerford, and Anna Marie Jones.

City Staff: Human Resources Director Tami Yuki, Deputy Fire Chief Dave Downing, and Management Analyst Kristen Elderson.

**APPROVAL OF MINUTES**

Personnel Board Member Roberts made a motion to approve the minutes with no revisions.  
Personnel Board Member Comerford seconded the motion.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

Human Resources Director Tami Yuki stated that she had mentioned a few meetings ago, the City of San Bruno, Millbrae and Central County are looking at consolidation. Human Resources Director Tami Yuki stated that there are a number of things that need to be done, and merging of the job descriptions is one of them. Deputy Chief Dave Downing stated that operationally, many of the departments have essentially been operating as one department because they are under a central dispatch center that sends the closest engine to an emergency. Deputy Chief Dave Downing stated that the consolidation has four cities: San Bruno, Millbrae, Burlingame, and Hillsborough, which include three agencies, San Bruno, Millbrae and Central County. Deputy Chief Dave Downing stated that part of the consolidation process is the first step, which is a merged administration. Deputy Chief Dave Downing stated that we have merged our administrative staff, we currently share a Fire Chief with Central County, Dave is the Deputy Chief that is assigned to Millbrae and San Bruno, there is also a Deputy Chief assigned to Burlingame and Hillsborough. Deputy Chief Dave Downing stated that Millbrae and San Bruno are currently in a shared services agreement for multiple positions, and as we merge administratively we are looking at all of the policies and procedures and one of the items that has come up in regards to promotions and recruitments is job specifications. Deputy Chief Dave Downing stated that what they have attempted to do is put together a matrix of each of the agencies qualifications and transition with the least amount of qualifications and eventually move to the most stringent qualifications over time. Deputy Chief Dave Downing stated that we have attempted to include all of the same requirements in the revised job description, but it is a different format than what we have previously had.

**Firefighter**

Personnel Board Member Roberts asked if the intent is to have education be the same with all three agencies, or to keep it separate for each department. Deputy Chief Dave Downing stated that the intent is to have the requirements for each position be the same between all departments. Human Resources Director Tami Yuki stated that we do not need a signature page because for San Bruno, the job descriptions are approved by the City Council by resolution.

Personnel Board Member Roberts clarified that the job description only indicates an EMT license is required and does not state that a paramedic license is required because this would give us the flexibility to require a paramedic license on a case by case basis. Deputy Chief Dave Downing confirmed that is correct. Personnel Board Member Comerford inquired why we do not put a paramedic license as a desirable qualification. Human Resources Director Tami Yuki stated that it is not always the case that we are looking to hire a paramedic. Deputy Chief Dave Downing stated that we are not always looking for a paramedic, for example in our most recent recruitment, we were looking for the best fit for the position, regardless of their EMT/ Paramedic status and it turned out that we hired two with paramedic licenses and one EMT.

Personnel Board Member Comerford stated that this job description is formatted very differently from our template version and he asked Human Resources Director Tami Yuki if it would present any sort of problem for the City. Human Resources Director Tami Yuki stated that the Human Resources department has reviewed the new job description extensively to make sure that it covers everything that was in our previous version to eliminate any issues that may arise.

Personnel Board Member Jones asked if anyone see anything that they feel is missing from the job description. Personnel Board Member Comerford said that the only thing he sees that is missing is that the third bullet point under the Skills section is very vague. Personnel Board Member Roberts said that as long as it states that they must be able to complete the aforementioned duties it should be sufficient. Human Resources Director Tami Yuki stated that we will check with our medical provider to make sure that the statement is sufficient, or if we need to spell it out in the job description. Personnel Board Member Comerford stated that we should also run it past our City Attorney.

Personnel Board Member Comerford stated that in the past we have typically called out who the supervisor is, and these are very generic. Deputy Chief Dave Downing stated that we can add, "under general supervision of a Fire Captain or designee." Personnel Board Member Jones stated that she would like if we added that in.

### **Fire Captain 2014/ 2016**

Personnel Board Member Comerford asked why there are two revision dates for the Fire Captain. Deputy Chief Dave Downing stated that the revision dates are based on the minimum qualification for the different agencies, we wanted to make sure that they least qualified were able to take the next test and to phase in the most stringent qualifications over the next few years, so that no one was left out when we made the change.

Personnel Board Member Roberts asked if we needed to include language that required employees to live within a certain distance from the city. Deputy Chief Dave Downing stated that we used to require that when we worked a schedule that was 24-hours on, 24-hours off, 24-hours on, etc. so they needed to be closer. He explained that as housing prices increased and people began to live further away, the schedule changed where employees work longer shifts, which are able to accommodate people who live further away.

Personnel Board Member Comerford asked why we allow five years of experience with an AA degree or eight years of experience with 60 units of college credit, isn't 60 units of college credit the same as an AA degree. Deputy Chief Dave Downing stated that some employees have 60 units of credit in a variety of classes like physical education, etc, but are never really working towards a degree. We are requiring them to have more experience. Whereas, people who go to school for a direct purpose and complete a degree are not required to have as much experience.

Personnel Board Member Comerford asked if we would like to put down whom the Fire Captains receive supervision from and whom they supervise. Human Resources Director Tami Yuki stated that under "Definition" we will include, "Under direction of Battalion Chief or above."

Personnel Board Member Jones asked if the statement that said they are responsible for attending meetings and conferences and representing the City was intentionally left out or was not necessary

for this position. Deputy Chief Dave Downing stated that we would add that under the “Essential Duties.”

Personnel Board Member Comerford asked if we are not going to have the Fire Captains assigned to Fire Prevention. Deputy Chief Dave Downing stated that Fire Prevention is included under essential duties in the last bullet point.

### **Battalion Chief 2013/ 2016**

Deputy Chief Dave Downing stated that in 2013 the requirements are not as stringent, but we want to be sure that we are not excluding someone from another agency as the more difficult requirements are phased in. Deputy Chief Dave Downing stated that there are several items that were added in the 2016 version that were not previously in San Bruno’s job description such as the requirement for the Chief Officer classes.

Personnel Board Member Comerford asked if the last two bullets under the Ability To, do we want to add in the, “safe and efficient use of all of the above tools,” as it is listed in the Fire Captains job description, if it is listed under the Ability To, then do they need to have it listed under Skills. Deputy Chief Dave Downing stated that the Battalion Chiefs do not typically go out and are required to have check off’s on starting the chain saws, etc. it is more for the position of Firefighter and Fire Captain. Their role is more supervisory and management. Deputy Chief Dave Downing stated that it might make sense to add it under the knowledge of. Human Resources Director Tami Yuki stated that under the “Knowledge of” heading, we will include, “knowledge of and limited use of fire apparatus, pumps, hose, ladders, and other standard firefighter and emergency medical equipment.”

Personnel Board Member Comerford motioned to approve the job descriptions. Personnel Board Member Roberts seconded the motion.

### **Recruitment Information**

Management Analyst Kristen Elderson stated that there are currently three pending recruitments. Firefighters are finishing up their pre-employment paperwork this week with the intention of starting the Fire Academy on Monday. The Accounting and Customer Service Representative test will be on Tuesday, October 30, 2012. We have invited about 300 people to participate in the exam. The Community Development Director position had phone interviews last week with Human Resources Director Tami Yuki and City Attorney Marc Zafferano and we will have oral interviews on Friday, October 26, 2012. The Financial Services Supervisor position was opened today and will close on Friday, November 2, 2012.

### **BOARD MEMBER COMMENTS**

The next Personnel Board meeting will be held on Wednesday, December 19, 2012.

### **ADJOURNMENT**

Personnel Board Member Comerford motioned to adjourn the meeting. Personnel Board Member Roberts seconded the motion. The meeting adjourned at 6:32 pm.